

QAR Team Meeting August 22, 2011

Next Meeting –9/12/11 at WH2NW 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	
Frank	Cesarano	BSS	
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	X
Tom	King	QAE	X
John	Martzel	QAE	X
Kurt	Mohr	QAE	X
Adam	Bracero	TD	X
Don	Rohde	AD	X
Keith	Schuh	PPD	X
John	Dawson	ES&H	X
Rod	Walton	FESS	X

Action Items for Next Meeting

1				
2				
3				

Agenda for today: Director's Policies 44, 13 DOE 414.1D Changes

Updates:

Assurance Council: N/A

ES&H: N/A

WDRS: OJT plan is to be rolled out Oct. 1

BSS: N/A

Assessments:

All M&TE: ES&H: Complete. FESS: Report being written. PPD: Interviews done, report to be started.

BSS: Report being written. CD: Closing meeting done. Report to be started this week.

Process Improvement: N/A

NOTES:

Director's Policy #13 (Documents & Records) has been changed to include less specific requirements. #44 (Records Management) is a new policy. Records Management procedures are still on the BSS website, however the policy is in the Director's Policy website.

DOE 414: Suspect Counterfeit guide and Corrective Action guide are being merged into the revised 4.4.1-2 Guide for Quality Assurance.

Central location for QAR data; still testing Sharepoint. Research is being done to eliminate paper CAPs.

A discussion regarding the definition of "all" in records management training happened. In some cases "all" is not possible due to time constraints, individual conditions, etc. At times "all" will not be 100%, but some percentage of less than 100%. The owner of the "Records Management" procedure considers 95% compliant sufficient. How this affects the rest of the lab was examined. The conclusion was that this will have to be handled on a case by case basis.

Tom Gehrke

Meeting adjourned – duration 45 min